

Job Description:

Free ParkingWith general direction provided by the Staff Services Manager I, perform a variety of general office tasks. Serve as office receptionist; answer multi-line phone system; escort visitors; sort and distribute mail; assist administrative staff (i.e. human resources, facilities, fleet, procurement, and accounting) with general clerical duties [e.g. draft, edit, and type documents (ensuring spelling, grammar and punctuation accuracy), file, operate copy and fax machines]; prepare and assemble documents for distribution; maintain project and status reports as needed; conduct miscellaneous online research; order supplies and maintain supply room; and special projects and other duties as needed. Proficiency with Outlook, Microsoft Word and Excel desirable.

Interested applicants must apply through Career Connection. Faxed and e-mailed applications will not be accepted. Prior to employment with the Office of the Inspector General, a background investigation will be conducted, including fingerprinting.